

Wyoming County Office of Community Planning  
**REVIEW Checklist Form** Minor Sub Prelim/Final Plan  
*Falls Township*

WCCP File # \_\_\_\_ - \_\_\_\_

Name of Subdivision and Land Development: \_\_\_\_\_

**CONTACT INFORMATION**

Office: Wyoming County Office of Community Planning

Address: 1 Courthouse Square, 3<sup>rd</sup> Floor  
Tunkhannock, PA 18657

Telephone number: 570-996-2268

Website: [www.wycopa.org](http://www.wycopa.org)

**CHECKLIST**

Yes  No  N/A Drafting Standards:

- A. The plan shall be clearly and legibly drawn at a scale of 10 feet, 20 feet, 30 feet, 40 feet, 50 feet, 60 feet, 80 feet, 100 feet or 200 feet to the inch.
- B. Dimensions shall be in feet and hundredths of feet; bearings shall be in degrees, minutes and seconds for the boundary of the entire tract, and dimensions in feet for lot lines.
- C. The survey shall not have an error of closure greater than one (1) in ten thousand (10,000) feet.
- D. The sheet size shall be no smaller than twelve by eighteen (12x18) inches and no larger than twenty-four by thirty-six (24x36) inches (*check ordinance for additional info if the plan is drawn on two or more sheets*).
- E. Plans shall be legible in every detail.

Section 404.1  
[A-E]

Yes  No  N/A Name of Subdivision.  
Click here to enter text.

Section 404.2.A  
[Minor Plan Info]

Yes  No  N/A Name and Address of owner of record (if a corporation give name of each officer).  
Click here to enter text.

Section 404.2.B

Yes  No  N/A Name and address of developer if different from landowner (if a corporation give name of each officer).  
*Co. Planner's Comment*

Section 404.2.C

Yes  No  N/A Name, address, license number, seal, and signature of the Qualified Professional (*see definition in Article II*) responsible for the preparation of the subdivision plan.  
Click here to enter text.

Section 404.2.D

Yes  No  N/A Date, including the month, day, and year that the Final Plan for the minor subdivision was completed and the month, day, and year for each Plan revision along with a description of the revision.  
Click here to enter text.

Section 404.2.E

- Yes  No  N/A The Deed Book, Volume and page number reference of the latest source(s) of title to the land being subdivided. Section 404.2.F  
Click here to enter text.
- Yes  No  N/A North Arrow (true or magnetic). Section 404.2.G  
*Co. Planner's Comment:*
- Yes  No  N/A Graphic scale and written scale. Section 404.2.H  
Click here to enter text.
- Yes  No  N/A Lots numbered in consecutive order, along with lots previously subdivided from the parcel. Section 404.4.I  
*Co. Planner's Comment:*
- Yes  No  N/A A plat of the area proposed to be subdivided, including the tract boundaries, if appropriate, street lines and names, lot lines, **rights-of-way or easements** (existing and/or proposed, if any). Section 404.2.J  
*Co. Planner's Comment:*
- Yes  No  N/A Sufficient data, acceptable to the Township, to determine readily the location, bearing and length of every boundary, street, or lot line. All dimensions shall be shown in feet and hundredths of a foot. All bearings shall be shown to the nearest one second of the arc. Section 404.2.K  
*Co. Planner's Comment:*
- Yes  No  N/A The area of each lot or parcel shall be shown within each lot or parcel, the area of each shown in the nearest 1/100<sup>th</sup> of an acre or square feet. Section 404.2.L  
Click here to enter text.
- Yes  No  N/A Reference monuments and/or lot markers shall be shown on the plan and shall be **placed** as required by this Ordinance. Section 404.2.M  
*Co. Planner's Comment:*
- Yes  No  N/A Any existing building located on the tract being subdivided shall be **platted** to demonstrate compliance with setback requirements. Section 404.2.N  
*Co. Planner's Comment:*
- Yes  No  N/A The proposed building reserve (setback) lines for each lot, or the proposed placement of each building. Section 404.2.O  
*Co. Planner's Comment:*
- Yes  No  N/A The name and/or number and pavement width and right-of-way lines of all existing public streets and the name, location and pavement width and right-of-way lines of all other roads within or abutting the property. Section 404.2.P  
*Co. Planner's Comment:*
- Yes  No  N/A Names of adjoining property owners including those across adjacent roads, and the names of all adjoining subdivisions including those across adjacent roads with the book and page where each property and/or subdivision is recorded; along with the tax map number for each property shown. Section 404.2.Q  
*Co. Planner's Comment:*
- Yes  No  N/A Water courses, lakes, streams, ponds with names, rock outcrops and stone fields, approximate location of existing tree masses and other significant features, constructed or natural including utilities, wells and sewage systems. Section 404.2.R  
*Co. Planner's Comment:*
- Yes  No  N/A Wetlands in accord with §620s. Section 404.2.S  
*Co. Planner's Comment:*

- Yes  No  N/A A clear sight triangle shall be clearly shown for all street intersections. Section 404.2.T  
*Co. Planner's Comment:*
- Yes  No  N/A Site data including, total acreage, number of lots, existing zoning district and tax map number. Section 404.2.U  
*Co. Planner's Comment:*
- Yes  No  N/A Contour lines at an interval of **not greater than twenty (20) feet** as superimposed from the latest USGS quadrangle or from a field survey. A minimum of two contour lines are required to show direction and amount of slope. Section 404.2.V  
*20' Interval*
- Yes  No  N/A Location of all flood hazard areas as shown on the most recent FIA/FEMA mapping. Section 404.2.W  
*Co. Planner's Comment:*
- Yes  No  N/A The location and extent of various soil types by SCS classifications for each type. Section 404.2.X  
*Co. Planner's Comment:*
- Yes  No  N/A The location of any soil test pits and/or percolation tests. The logs of the test pit evaluations and the results of the percolation tests shall accompany the plan. Section 404.2.Y  
*Co. Planner's Comment:*
- Yes  No  N/A Any existing or proposed areas of wells and subsurface sewage disposal fields when on-site disposal is proposed. Section 404.2.Z  
*Co. Planner's Comment:*
- Yes  No  N/A A key map for the purpose of locating the property being subdivided. Section 404.2.AA  
*Co. Planner's Comment:*
- Yes  No  N/A Approval/Signature block for the township. Section 404.2.BB  
*Co. Planner's Comment:*
- Yes  No  N/A A title block on the lower right corner. Section 404.2.CC  
*Co. Planner's Comment:*
- Yes  No  N/A The following items and notes shall be on all Final Plans **when applicable**, in the form of protective and/or restrictive covenants: Section 404.2.DD  
[1-7]
1. Building setbacks.
  2. Corner lot easements for clear sight triangles.
  3. Corner lot driveway locations.
  4. Utility and drainage easements including ownership and maintenance responsibility.
  5. "Wells and sewage disposal systems shall be constructed in accord with the current standards of the Pennsylvania Department of Environmental Protection and Falls Township."
  6. "Individual owners of lots must apply to the Townships for a sewage permit prior to the construction of any on-lot disposal system."
  7. "In granting this approval, the Township has not certified or guaranteed the feasibility of the installation of any type of well or sewage disposal system on any individual lot shown on this plan."
- Co. Planner's Comment:*
- Yes  No  N/A The following general notes shall be on all Final Plans, if applicable: Section 404.3.A  
In the event the subdivision incorporates a minimum access street as defined in this Ordinance, the following --- **"The improvement and maintenance of any minimum access street shall be the sole responsibility of those persons benefitting from the use thereof."**  
*[General Notes]*

*Co. Planner's Comment:*

- Yes  No  N/A In the event of a "lot improvement" proposal --- "Lot/parcel \_\_\_\_ shall be joined to and become an inseparable part of lot/parcel \_\_\_\_ as recorded in Deed Book Volume \_\_\_\_, Page \_\_\_\_ and cannot be subdivided, conveyed, or sold separately or apart therefrom without prior Township approval" and "Approval is granted for recording purposes only."

Section 404.3.B  
[General Notes]

*Co. Planner's Comment:*

- Yes  No  N/A "Highway Occupancy Permits are required for access to roads under the jurisdiction of the Pennsylvania Department of Transportation pursuant to the State Highway Law (P.L. 1242, No. 428, §420) and for access to roads under the jurisdiction of \_\_\_\_\_ Township pursuant to the \_\_\_\_\_ Township Road Encroachment Ordinance."

Section 404.3.C  
[General Notes]

*Co. Planner's Comment:*

- Yes  No  N/A In the case where wetlands are present or if otherwise required by the Township --- "The Developer and/or the lot purchaser(s) assumes full responsibility for obtaining any local, state, and federal permits and/or approvals, relating to wetlands. This approval by the Township Supervisors shall not in any manner be construed to be an approval of compliance with statutes or regulations relating to wetlands. The Township shall have no liability or responsibility for same to the Developer or purchaser(s)."

Section 404.3.D  
[General Notes]

*Co. Planner's Comment:*

- Yes  No  N/A When on-site subsurface sewage disposal is proposed --- "This approval in no way certifies or guarantees the suitability of any lot for the installation of a subsurface sewage disposal system. The DEP planning conducted as part of the subdivision plan approval process is for general suitability only; and a sewage permit will be required prior to the issuance of any building permit."

Section 404.3.E  
[General Notes]

*Co. Planner's Comment:*

- Yes  No  N/A In cases where the requirement for sewage planning is waived by the Township --- "The lot(s) shown on this plan have not been approved for any type of sewage disposal, based upon the representation by the developer that the lot(s) will be used for the purposes other than a dwelling, commercial establishment, or any use which generates wastewater. The development of the lot(s) for any such purpose shall require a sewage permit, zoning and other applicable approvals by the Township."

Section 404.3.F  
[General Notes]

*Co. Planner's Comment:*

- Yes  No  N/A The required Sewage Facilities Planning Modules along with the site investigation reports.

Section 404.4.A  
[Supporting Docs]

*Co. Planners Comment:*

- Yes  No  N/A Typical cross-sections for any minimum access streets of a design adequate for anticipated traffic along with center-line profiles and vertical curve data.

Section 404.4.B  
[Supporting Docs]

*Co. Planner's Comment:*

- Yes  No  N/A The Township shall request any other necessary information based on the specific characteristics of the proposed project.

Section 404.5  
[Additional Info]

*Co. Planner's Comment:*

- Yes  No  N/A The applicant shall complete and submit such application forms and certifications as prescribed by the Township for submission with minor subdivision applications.

Section 404.6  
[Application Forms & Cert.]

*Co. Planner's Comment:*

**Section 404.2.DD [1-7]** – ensure all applicable *protective and/or restrictive covenants* are listed on the plan

Yes  No  N/A

**Section 404.3 [A-F]** – ensure all applicable *general notes* are on the plans

Yes  No  N/A

Additional Comments:

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**Article VI: Design Standards and Specifications**  
*[Comments listed below]*

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**Plan Review Completion**

\_\_\_\_\_  
Planning Director (Printed Name)

\_\_\_\_\_  
Planning Director (Signature)

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Date

# Wyoming County Office of Community Planning

## *Subdivision/Land Development Checklist*

Before submitting plans for review, the following items must be completed.  
Failure to do so will delay the review process.

- Complete the subdivision/land development application form. All property owners, as deeded, must sign the application.
- The application shall include the owners name as well as the name of the proposed subdivision/land development.
- The following information, at a minimum, must be shown on the plans:
  - Six copies of the plans must be submitted. Plans shall not be at a scale greater than 100 feet to the inch. The size of the plan shall not be less that 8.5"x11" and not larger than 24"x36".
  - The plans shall include a tract map showing all contiguously owned properties of the subdivider/developer.
  - The lot (s) to be subdivided/developed must be surveyed by a registered surveyor and a seal must appear on the plans.
  - The plans shall show all lots (sequentially numbered), indicate lot sizes, and include all previously approved subdivisions since 1972.
  - The plans must show all adjoining landowners, a North arrow, scale, location map, legend, and date.
  - On major subdivisions involving the construction of new roads, roadway maintenance must be addressed if it is not proposed for public dedication.
  - The plans must show contours at 20 foot intervals and may be transposed from USGS 7.5 minute maps.
  - The plans may require soil mapping and may be transposed from the Soil Survey of Lackawanna and Wyoming Counties, Pennsylvania. Soils may also be downloaded from PASDA.
  - The plans shall show *all* Rights of Way, easements (including utility easements), setbacks, and any unique natural or man-made features such as bodies of water, wells, septic systems, abandoned mines, ect.

# Wyoming County Office of Community Planning

## *Subdivision/Land Development Checklist (Continued)*

- Where applicable, all plans shall address the need for a Highway Occupancy Permit.
- Plans shall be accompanied by the applicable DEP Planning Module which shall include all soil testing data. All modules and data are to be completed by the municipal Sewage Enforcement Officer (SEO) where applicable. Plans must show the location of all passed and failed deep profiles and perc's. The plans and sewage planning data will be numbered to correspond.
- The proper fees must be submitted with the application. Checks must be made out to the **Wyoming County Treasurer**.
- There is a recording fee of \$29.00 for the *approved* plan. If the plan contains more than one sheet, the fee is \$29.00 per sheet. The recording check must be made out to the **Recorder of Deeds**.

*If you have any questions or concerns, please contact the*

*Wyoming County Office of Community Planning*

*Nicole Wootten, Planning Director*

*570-996-2268*

*[nwootten@wycopa.org](mailto:nwootten@wycopa.org)*

*Office Hours: Monday-Friday 8:30 a.m.-4:00 p.m.*